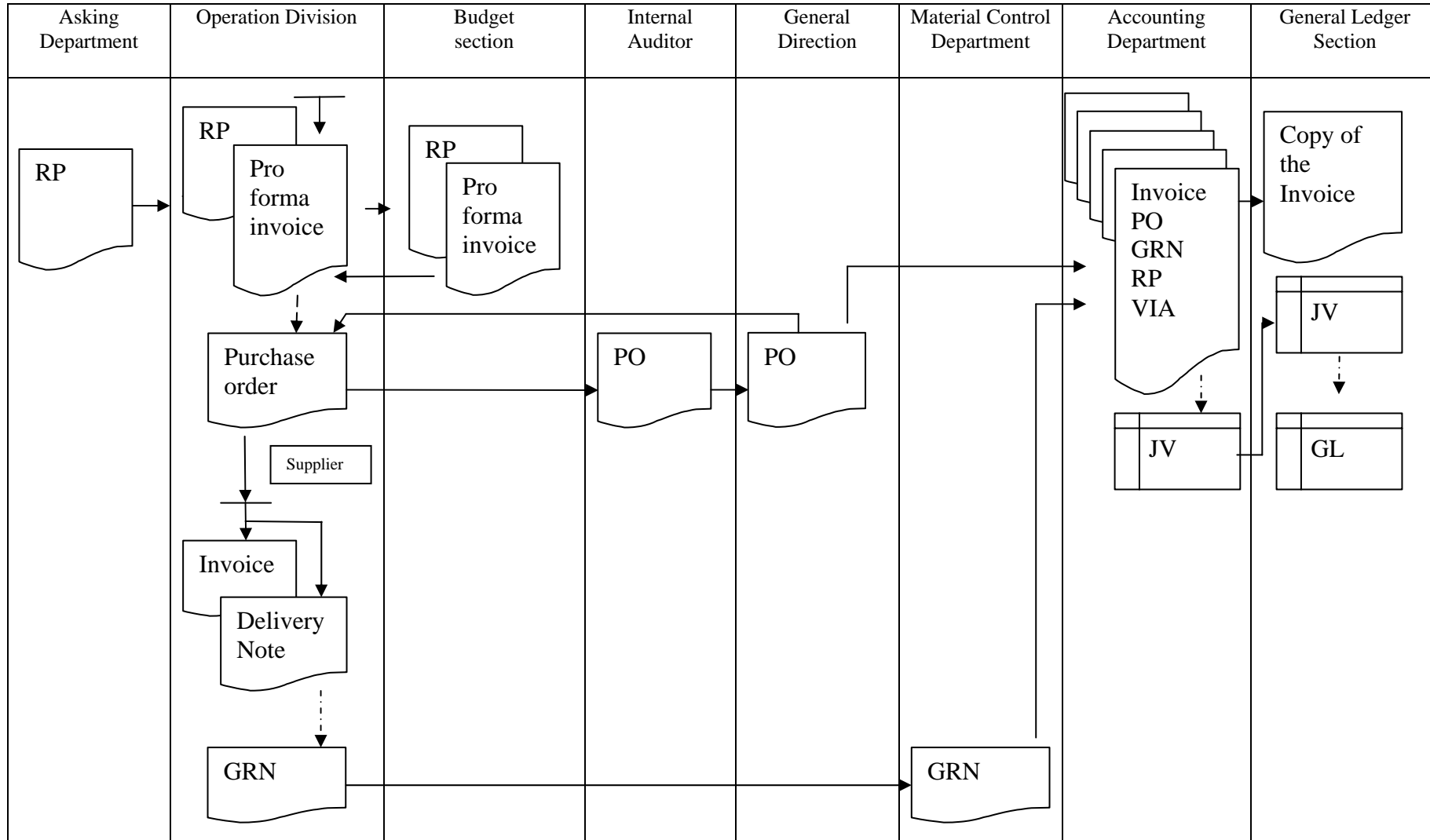


PROCUREMENT PROCESS



<p>1- The head of department prepares a request for purchase (RP)</p>	<p>2- The Material Control Manager (MCM) gets 3 pro forma invoices from vendors The MCM transmits the documents to the Deputy Managing Director for Operations, for signature</p> <p>6- The PO is sent to the supplier. After verifying if the goods are in compliance with the PO, the MCM signs the invoice and the Delivery Note (DN) and generates the Goods Reception Note (GRN) which is transmitted to the Material Control Department</p>	<p>3- The section checks whether that purchase is budgeted or not. If yes, he transfers it to the Deputy Managing Director fiscal The Deputy Managing Director fiscal sign the RP and sends the documents back to the MCM where the PO is elaborated.</p>	<p>4- The IA verifies if the pro forma matches with the PO and the RP and verifies the budget allocation.</p>	<p>5- The final approval goes to the Managing Director after what he sends the PO back to the Operation Division</p>	<p>7- The supervisor certifies the GRN already signed by the supplier, the internal auditor, the second inspector and the MCM</p>	<p>8- The Accounts Payable Section verifies the documents and transmits them to the assistant who prepares a Journal Voucher (JV)</p>	<p>9- The JV signed by the supervisor of Accounting Department is sent to the GL section with the copy of the invoice if it is an asset. A GL is elaborated.</p>
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